1. **Purpose:** To maintain a system of record keeping which will permit the identification of any batch of cannabis products and maintain a detailed record of all required documents.
2. **References:**
   1. New Jersey Cannabis Regulatory Commission Personal Use Cannabis Rules
3. **Definitions:**
   1. *Vendor:* A cultivator or manufacturer of cannabis products who is located in New Jersey and who is properly licensed in New Jersey to cultivate or manufacture and sell to a licensed New Jersey dispensary.
   2. *Seed to a sale system:* Inventory management software that tracks legal cannabis plants throughout their lifecycle until the final sale to the consumer
   3. *Bio track*: A point of sale system which Integrates with METRC and provides for heightened compliance.
   4. *Commission:* Cannabis Regulatory Commission established pursuant to section 31 of P.L.2019, c.153 (C.24:6I-24)
   5. *Written Report*: The report prepared by a testing laboratory about the analytical testing it performed and the results it obtained.
   6. *General Business Records:* All general business records will include manual or digital records of assets and liabilities, monetary transactions, product complaints, journals, ledgers, and supporting documents, including agreements, checks, invoices, and vouchers, and any records that the cannabis business keeps as its books of accounts.
   7. *Personnel Records*: Employee information including new hire paperwork, employment application, job performance, description, disciplinary, and compensation records, current copy of Cannabis Business Identification Card, Government issued ID, Certification confirming submission to the jurisdiction of the courts, laws, and rules of the State, Documentation of verification of references, Documentation of submission of fingerprints, training documentation.
4. **Responsibilities:**
   1. Product Manufacturer
   2. Cottonmouth Dispensary Owners
   3. Cottonmouth Dispensary Managers
   4. Cottonmouth Dispensary employees
5. **Materials and Supplies:**
   1. Metrc credentials
   2. Records
   3. Bio track PoS System
6. **Procedure:** Utilize extensive and redundant recordkeeping practices to maintain compliance with N.J.A.C. 17:30-9.7 and N.J.A.C. 17:30-12.5. These practices will ensure the ability to track cannabis products from point of origin to point of purchase by consumers. Maintain detailed administrative, operational and personnel records at all times.
   1. **Vendor Selection**
      1. **Vetting a Vendor**
         1. Only work with properly Commission licensed vendors who ensure that containers of all of their cannabis and cannabis products sold will bear an identifying name and number, and that the final packaged cannabis item contains all labeling information required pursuant to **N.J.A.C. 17:30-13.3**.
         2. Prior to purchasing a new product from a Vendor for the first time, inspect a copy of the product’s label for compliance.
   2. **Record keeping Procedures:** Pursuant to N.J.A.C. 17:30-9.7(b), maintain complete and accurate confidential records of all sales of usable cannabis products, including the cannabis business from which the cannabis item was purchased and the quantity, variety, form, and cost of the cannabis item. Ensure each consumer’s individual privacy by collecting and retaining only the information typically acquired in a financial transaction conducted by the holder of a Class C retail license concerning alcoholic beverages as set forth at N.J.S.A. 33:1-12.
      1. **General Business & Financial** **Recordkeeping**
         1. Ensure all required records conform with generally accepted accounting practices and are available for review or examination by the Commission if an audit is requested. Cash register tapes may not be used in lieu of itemized invoices for record purposes
         2. Maintain financial records using QuickBooks in accordance with standards established by the American Institute of Certified Public Accountants
         3. Maintain inventory records and point of sale transactions using the Bio Track retail POS system
         4. Reconcile Bio Track with the Seed to a Sale tracking system, METRC, daily.
         5. Maintain all General Business and Financial Records for a minimum period of 4 years and back-up records no later than monthly
         6. All testing lab Written Reports must be stored indefinitely according to Cottonmouth Reporting Testing Results procedures
         7. Maintain documentation of any occurrence that is reported pursuant to N.J.A.C. 17:30-9.11 in an auditable form for at least two years after the reporting of such occurrence
         8. Maintain cannabis disposal records for two years after the date of the disposal with a written record of the date of the disposal, the method of disposal, the personnel present during the disposal, and the personnel present at the disposal’s signatures.
         9. Maintain records of any complaint or adverse event reported for four years. For complaints and adverse events records must contain: Identification and batch or lot number of the product in question; Date the complaint was received and the name, address, or telephone number of the complainant, if available; Nature of the complaint including, if known, how the product was used; All notifications provided to the Commission, other cannabis businesses, consumers, and to the public; Names of all personnel involved in the complaint process and their roles; Findings of the investigation and follow-up action taken when an investigation is performed; and Response to the complainant, if applicable
      2. **Personnel Record Keeping**
         1. Keep Personnel records for all owners, principal management services contractors, employees, and volunteers.
         2. Maintain Personnel Records alphabetically by Company Name or Last Name for a minimum of 12 months after the termination of the employment or affiliation with the company. Back-up records monthly.
      3. **Administrative Record Keeping**
         * 1. Maintain these Administrative Records both onsite and at a secure off-site back-up: 1. A company organizational chart; 2. A general description of the facility, including a floor plan and a description of all functional areas; 3. SOPs for how Cottonmouth determines its pricing.
      4. **Required Annual Reporting**

6.2.4.1. Collect and report to the Commission for each

calendar year at least the following data: The number of consumers who purchased each cannabis item sold; Total number of cannabis item transactions; Taxes collected; and any other information requested by the Commission.